



4-H Club Guidelines for COVID-19 Prevention **Version 5 – Spring 2021, updated May 2021 (updates in red)**

Activities and group size will follow [VT Universal Guidelines](#)

These guidelines are for volunteers in the UVM 4-H Program to supplement **4-H and Family Programs Resumption of Activity Plan**. The [Resumption of Activity Plan](#), and these Guidelines should be used to inform safety for 4-H club operations. Volunteers shall follow these guidelines when developing the 4-H club plan that is required before clubs may begin to meet (<http://go.uvm.edu/clubplan>). Any 4-H activity necessitates the use of the following by 4-H staff, 4-H volunteers, and participants:

- Masking
- Practicing physical distancing, **especially indoors or in crowded places**
- Collecting names of participants
- Not being allowed to participate due to current or recent health status or travel

Please also note the following expectations to reduce potential COVID-19 transmission:

- **Activities being planned for more than just a club must submit the 4-H Event Planning Document and Approval Request Form 30 days prior to event. (Form is on the Leader Resources page under the COVID-19 Planning Documents)**
- Statewide programs may occur but need to abide by Universal Guidelines, gathering limits, and other health measures.
- Overnight/residential programs are discouraged but not prohibited; an event plan needs to be submitted to ensure adherence to sector specific guidance for overnight experiences.
- If driving is necessary, driver and passengers shall be from the same household when possible. If that is not possible, limit passengers to no more than 2 adults, or one adult and 2 youth per vehicle. Keep car windows open.
- **If buses are used, their capacity will be determined by the 3-6ft distancing requirement and face coverings will be used at all times. A seating chart must be kept.**

In-Person Club Activity Safety Practices Check List

Before a 4-H Club Meeting	
	Both outdoor and indoor spaces will be set up in advance for physical distancing. Ensure that the size of the room or facility is large enough to allow for the number of expected attendees and in accordance with current state health guidelines. Ensure adequate ventilation or air handling equipment is available for indoor spaces. 3'- 6' or more spacing between chairs/people. For the most up-to-date guidelines on gathering limits, reference the Vermont Forward Plan .
	Communicate with attendees in advance of in-person activities describing standards or practices that may be required of them to participate. This might include required/desired PPE items like facemasks, sanitizing solution (containing 70% alcohol), and depends on the nature of the planned 4-H meeting/activity.
	Inform all possible participants to stay home if they are experiencing any of the symptoms of COVID-19 or have had known contact with anyone with COVID-19 in the last 14 days.
	Inform all possible attendees to stay home if they are considered at high risk themselves or if they live or work with individuals at high risk. (age 65+, are immunocompromised, or have other health factors identified by the CDC that increase risk if being exposed)
	Using the following online form for each gathering at http://go.uvm.edu/4hscreen . A PDF version is also available on the Leader Resources page to print out a hard copy. This form will walk each participant through the following symptoms. Inform participants to not attend if they answer “yes” to having any of the following COVID-19 symptoms and to engage virtually instead: <ol style="list-style-type: none"> 1. Fever (100.4 ^F or higher) or feel feverish? 2. Chills? 3. A new or worsening cough not caused by another health condition? 4. Sore throat? 5. New or worsening difficulty breathing not caused by another health condition? 6. New or worsening muscle aches not caused by another heath condition? 7. New or worsening headache that is not normal for them and not caused by another health condition? 8. New loss of sense of taste or smell? <p>Note: If “yes” to any of the above, politely ask them not to attend or participate in the meeting/activity and to contact a healthcare provider.</p>

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. University of Vermont Extension, Burlington, Vermont

University of Vermont Extension, and U.S. Department of Agriculture, cooperating, offer education and employment to everyone without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

	Create and prepare any signs or documents that will be used at the event communicating procedures like, checking in, information for parents, expected times.
	Determine if, and use, a registration process is needed for the activity. You might consider if you want to know about any accommodations for those with physical, mental, or emotional challenges to participate.
	Encourage participants to eat ahead of time; food is discouraged. If food is a must, participants should bring their own or items are individually packaged and sharing is not permitted.

Upon Arrival at 4-H Club Activity Location	
	Ensure that sanitizing solutions contain 70% alcohol or are EPA registered as effective against viruses. Either wipe down all common surfaces as recommended by the Center for Disease Control (CDC) or use tablecloths to cover the tables. Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc. Cleaning supplies for programming will be supplied by volunteers and clubs. If you have difficulty sourcing these items, please contact your county educator to discuss.
	Space tables, wash racks, stalls, shooting lines, or other project related stations at least 6ft apart to ensure social distancing.
	A designated health monitor should facilitate a “check-in” process for participants. Either have all attendees go this link to sign in http://go.uvm.edu/4hscreen or use the paper copy form to write down all names and the date of attendance and ask them whether their health is normal (see symptoms identified above in the “before the meeting” section). Be sure to collect phone and email for any guest that is not in 4-H Online. Remember that all members should be actively enrolled in 4-H Online to participate in any 4-H activities.
	Verify or supply proper PPE and have participants wash hands (or use sanitizer with >60% alcohol if handwashing unavailable). Give clear directions for where to wait until the club meeting or activity starts to ensure social distancing.
	Ensure everyone washes their hands with soap and water for 20 seconds or uses hand sanitizer as directed on label prior to beginning activities
	Remind all participants to practice good hand hygiene by avoiding touching their face, mouth, nose and eyes, and covering coughs and sneezes.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. University of Vermont Extension, Burlington, Vermont

University of Vermont Extension, and U.S. Department of Agriculture, cooperating, offer education and employment to everyone without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

	Limit items that are brought in to the facility unless they are necessary for the activity.
--	---

During the 4-H Activity	
	<p>Face coverings are required for all activity, for staff, volunteers and participants, whether indoors or outdoors. If there is a health related concern to using a face covering, that should be discussed with the supervisor or person in charge.</p> <p>It will be expected that all staff, volunteers, and participants bring their own face coverings. That said disposable facemasks should be provided by volunteers to hand out in case someone does not have or forgot a mask.</p>
	Maintain social distancing (3-6 feet) throughout the meeting or activity by households. You may need to be creative with different icebreaker activities, roll calls, etc.
	Ensure everyone washes their hands with soap and water for 20 seconds or uses hand sanitizer as directed on label at frequent intervals during activities, especially after activities where shared items/common surfaces are used.
	When possible, refrain from using shared equipment or materials. Ensure a cleaning/disinfection protocol is in place and followed if any type of equipment is used. This may require planning of sanitizing equipment between uses, involving other adults, teens, or parents to assist in sanitizing of equipment. Wipe down all equipment between uses by participants (firearms, targets, clippers, sewing machines, tools, cameras, etc.). Cleaning supplies for programming will be supplied by volunteers and clubs. If you have difficulty sourcing these items, please contact your county educator to discuss. Waiting a few minutes after each sanitizing/disinfecting of each piece of equipment between uses is preferred.
	Have activities ready for individual youth to do during any downtime or pick-up. These could be handouts or games that do not involve contact with each other.

Departing the 4-H Activity & Post Meeting	
	Ensure everyone washes their hands with soap and water for 20 seconds or uses hand sanitizer as directed on label prior to leaving.
	Wipe down all common surfaces with a disinfectant as recommended by the Center for Disease Control (CDC), leaving surfaces damp with disinfectant as directed on

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. University of Vermont Extension, Burlington, Vermont

University of Vermont Extension, and U.S. Department of Agriculture, cooperating, offer education and employment to everyone without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

	label. Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.
--	---

Summary

As a volunteer, your health and that of our youth members is of utmost importance and as such some engagement may be minimized at the request of UVM staff or a UVM 4-H Volunteer based on a health concerns associated with COVID-19. By following the above best practices, we hope to offer more **in-person** opportunities for youth within the parameters provided by state health officials and UVM. If you have any questions, please contact your UVM 4-H Educator for assistance or clarification.